

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT #

09-609

OPEN PERIOD:

11/23/2009 – 12/7/2009

JOB TITLE:

Administrative Officer

PAY GRADE AND SERIES:

GS-0341-09

PAY RANGE:

\$55,015 - \$71,520

POSITION LOCATION:

Benicia, CA.

APPOINTMENT TYPE: PERMANENT - DUAL STATUS

PDCN #: 70617000

Security Clearance Required:

Secret

AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of O-1 through O-3.

Compatible Military Grade Assignment: MOS 90A.

Key Requirements:

THIS IS A PERMANENT POSITION

This position is located in a Battalion (Bn) or Squadron (Sqdrn) size headquarters of the Army National Guard (ARNG). The purpose of the position is to serve as an advisor in the areas of legal, medical, personnel and logistical operations. Under the direction of the Officer in Charge (OIC) or Commander, this position oversees and ensures the accomplishment of work performed in the areas of personnel management, administration, and public relations.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience which provided a basic knowledge of the principles of the organization, management and administration.

Administrative Officer GS-0341-09: Must have 24 months of specialized experience which required the applicant to acquire and apply knowledge of essential management/administrative services; experience which included planning, organizing and coordinating work in situations where numerous diverse demands were involved; experience which required the analysis of work problems having an administrative aspect (as distinguished from problems involving primarily a technical or subject matter knowledge); experience which provided knowledge of the organization and its mission and involved utilization of the organization's formal staff procedures; increasingly responsible experience which included responsibility for the supervision and management of personnel.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of management practices.
2. Ability to plan, organize and coordinate work.
3. Ability to analyze work problems having an administrative aspect.
4. Knowledge of the organization and its mission.
5. Knowledge of organizational staff procedures.
6. Ability to supervise and manage personnel.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: 2 full academic years of graduate education in business, administration or management.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items (i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER